

California Transmittal of Partnership K-1 Information on Magnetic Media

Date K-1 Media File Submitted _____ Date 565 Submitted _____

Complete the following information and send it with the magnetic media file. If the form does not accompany the magnetic media or is not complete, the K-1 files cannot be processed and will be returned to the sender.

Income Year Beginning _____ Income year ending _____
Type of file represented: ☐ Original ☐ Replacement ☐ Test ☐ Amended K-1s ☐ Short Period K-1s

Transmitter Information

FEIN	Name & Address of 1998 K-1 Transmitter (if other than 1999)
Name	
Address	
City, State, ZIP	
Phone Number	

Preparer Information (if other than Transmitter)

Name
Address
City, State, ZIP
Phone Number

Partnership Information

List name of partnership(s) reported on magnetic media file.

Name:	Name:
FEIN:	FEIN:
No. of K-1s	No. of K-1s
Name:	Name:
FEIN:	FEIN:
No. of K-1s:	No. of K-1s:
Name:	Name:
FEIN:	FEIN:
No. of K-1s:	No. of K-1s:
Name:	Name:
FEIN:	FEIN:
No. of K-1s:	No. of K-1s:
Name:	Name:
FEIN:	FEIN:
No. of K-1s:	No. of K-1s:
Name:	Name:
FEIN:	FEIN:
No. of K-1s:	No. of K-1s:

GRAND TOTAL OF K-1s

Media Characteristics

Name and Phone Number of Software Provider:			
TAPES/CARTRIDGES	Media No.	External Label No.	CD or DISKETTE
Internal Header Labels:	1 of		ZIP Files
<input type="checkbox"/> Yes <input type="checkbox"/> NO	2 of		<input type="checkbox"/> Yes <input type="checkbox"/> No
Recording Mode:	3 of		Filename _____
<input type="checkbox"/> EBCDIC <input type="checkbox"/> ASCII	4 of		
Record Length = 1957	5 of		
Blocksize =	6 or		
Person to contact for media problems:			
Name _____			
Company _____			
Telephone _____		Ext. _____	
FAX# _____		E-MAIL address _____	

Instructions for Form FTB 3604

A Form Preparation

Prepare a separate Form 3604 for each type of media. If your organization reports on different types of media, each media send one form for each.

1. Header information

- Enter income year beginning and ending dates for data contained on partnership K-1 files.
- All files on media must be for the same calendar period.
- Use separate transmittals if dates are different when multiple sets of media are sent.
- Do not mix original K-1 files with amended K-1 files on any type of magnetic media.
- Use separate transmittals for original, amended, or short period K-1 files.

2. Transmitter information

The transmitter is the entity that sends K-1 fills to FTB. This could be the partnership, preparer, or software provider.

- Enter the name, address, city/state/zip code, phone number and FEIN of the organization **transmitting** the magnetic media.
- Indicate whether the data on the media file is the original production information, a replacement for the original, or for testing purposes.

3. Partnership information

- If the name is different from what was used previously for the FEIN, indicate the name previously used for this FEIN.
- Accumulate and enter the total number of K-1s included for all partnerships on the "GRAND TOTAL of K-1s" line.

4. Media Characteristics

- Multiple partnership files can be loaded onto a CD or diskette. It is not necessary to use a separate CD or diskette for each file.
- If you report on multiple reels or cartridges, enter the sequence numbers so that we can mount them in the proper sequence. Also enter the corresponding external reel numbers assigned by your organization. If we experience any file problems, the reel numbers may be used as a point of reference when we call.

5. Contact information

- Enter the name, telephone number, e-mail and FAX number of the individual we can contact for technical information or to resolve media problems.

B File Preparation

1. Affix a label with information to each CD, tape or diskette reel/cartridge even if the media is already labeled with the software provider or preparer's name.
2. If multiple media files are submitted, list the volume sequence numbers on the labels (i.e., 1 of 2, 2 of 2). If only one media file is submitted, list it as "1 of 1".

C Shipping and Mailing Instructions:

1. **K-1 Magnetic Media:** Complete this form and include it with the magnetic media. It must be included for FTB to process the media.

SHIPPING BY PARCEL POST

Franchise Tax Board
Mag Media, K-1
9645 Butterfield Way
Sacramento CA 95827

U.S. POSTAL SERVICE

Franchise Tax Board
Mag Media, K-1
PO Box 942840
Sacramento CA 94240-6090

2. Form 565 Tax Return:

- Do not mail Form 565, Partnership Return, and/or any payments with the media files.
- Make sure that the phone number of both the general partner and preparer are on the Form 565.
- Returns with no payments are mailed to:
Franchise Tax Board
PO Box 942857
Sacramento CA 94257-0600
- Returns with payments are mailed to:
Franchise Tax Board
PO Box 942857
Sacramento CA 94257-0601

D Contact Information

For further information regarding magnetic media reporting, please call the Magnetic Media Unit at (916) 845-3778.